SIS2000+ Training Manual

Creating Groups

Using Group Editor

Purpose

The Group Editor is a tool designed to create Course, Student, or Faculty Groups. Groups defined in this program can be used as queries to filter records in other programs. Accessing groups is especially useful in programs that use student records.

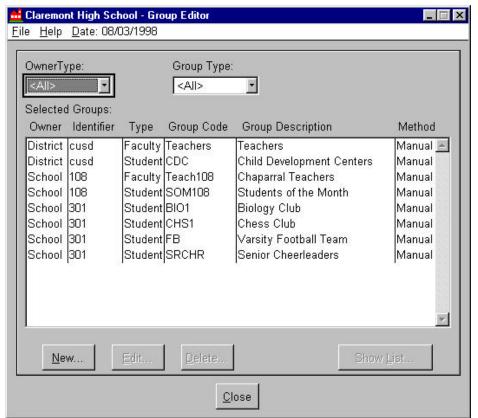
Objectives

View Data
Define a new group
Edit or Delete existing groups

Accessing the Group Editor

From the main menu click the **System** button (or Atl+y on the keyboard). From the System Menu, click the **Group Editor** button (or Alt+G).

Viewing Data



Group Editor Screen

Owner Type -

A drop-down field for selecting owner types will be displayed in the Selected Groups list below. Default is "All" owner types.

Group Type -

A drop-down field for selecting group types will be displayed in the Selected Groups list below. Default is "All" group types.

Selected Groups -

The list of groups selected according to the parameters set in the Owner Type and Group Type fields above. The list is sorted in ascending alphabetical order by the Owner field, then in ascending alphanumerical order by the Identifier field.

Owner -

Specifies the owner type of the group.

Identifier -

Specifies the identity of the owner using a school ID number or faculty ID number.

Type

Specifies the type of group, such as Student, Faculty or Course.

Group Code -

User-defined alphanumeric code.

Group description -

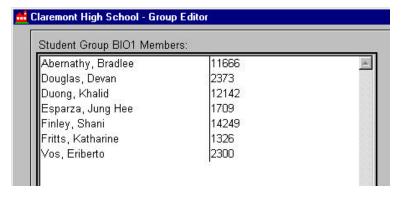
The user defined name for the group.

Method -

The method of collecting data for the group: "Manual" is a specific collection. "Dynamic" is a collection based on an SQL Query and is "time dependant."

Show List -

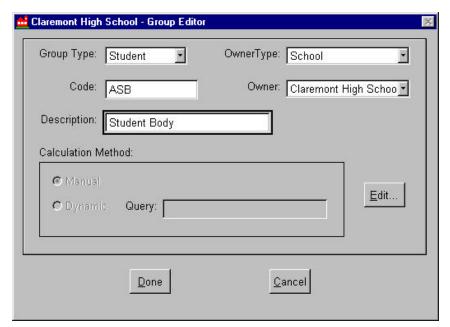
To view all members in a specific group, highlight the group and click the Show List button:



The student names and ID numbers will appear.

Adding Groups

Click **New**. The Group Editor 'Add' screen will appear.



Define general information about the new group:

Group Type -

Determine what kind of data the group will contain: Student, Faculty, or Course.

Owner Type -

Determine what kind of user will have access to edit the group: District (administrator), School (administrator), or Faculty (teacher-level).

Owner -

Assign a specific owner to the group. The Owner Type selected in the previous field will determine the selection list that appears in this field. If the Owner Type is District, select a District Office site. If Owner Type is School, select a school site. If Owner Type is Faculty, select a faculty member.

Code -

Assign an alphanumeric ID code.

Description -

Create a name for the group.

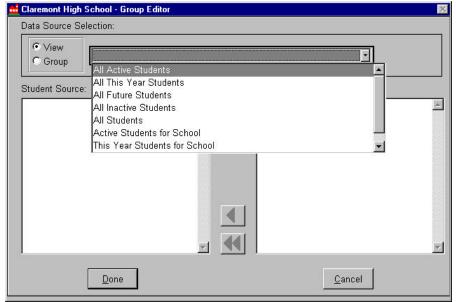
Calculation Method -

Under construction.

Once you have completed these fields, click **Edit**. You can now define the members in this group.

Define Group Members

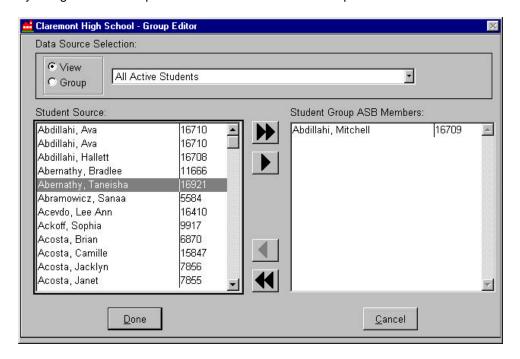
From the Group Editor 'Add' screen, click **Edit**. The following screen will appear:



Define Group Members Screen

View -

If View is checked you can select the students, teachers, or courses that you want in your group by using the arrow to place them into the 'Student Group ASB Members' field.



Group -

If Group is checked, select a previously defined group from the list. You may select all or only a few of the members in this group and arrow them over to the 'Student Group ASB Members' field.

Click on the **Done** command button to save the new group. The view will revert to the main screen, displaying the new group description in the Selected Groups list.

Edit Groups

In the Selected Groups list on the main screen, select and highlight the name of the group to Edit. Click on the **Edit** command button to open the Edit screen.

Modify General Information:

Only the **Code** and **Description** fields can be edited. The Group Type, Owner Type, and Owner fields cannot be modified once they have been defined.

Click on the Done command button to save data and exit the edit mode, or Cancel to exit the edit mode without saving changes.

Delete A Group

Select a Group to Delete.

In the Selected Groups list on the main screen, select the name of the group to delete, until it is highlighted in gray.

Click on the **Delete** command button.

Two screens named "Delete Group" will appear in succession. The first screen is a dialog box displaying the message, "Deleting this group definition will remove all (GroupType) currently assigned to the group." Click "OK" to proceed to the next Delete Group screen.

Confirm deletion or Cancel.

In the second Delete Group screen the general information for the group is displayed in the readonly mode. Click on the Delete command button again to confirm the deletion, or Cancel to abort.